
 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 103.03	Page 1 of 2
	Effective Date: March 1, 2003	
	Distribution: A	
	Supersedes: 103.03 (3/1/00)	
<p>Approved by: </p>		
Subject: OPEN PAROLE HEARINGS		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 40-28-502, TCA 40-28-505.
- II. PURPOSE: To provide for open parole, parole rescission, and parole revocation hearings at Tennessee Department of Correction institutions.
- III. APPLICATION: All TDOC and privately managed institutional employees and inmates.
- IV. DEFINITIONS: None.
- V. POLICY: Parole, parole rescission, and parole revocation hearings shall be open to the public at all Tennessee Department of Correction and privately managed institutions in accordance with the following procedures.
- VI. PROCEDURES:
 - A. Parole Hearing Notification

Within ninety (90) days of receipt by TDOC of a valid judgment of conviction, the TDOC Victim Notification Coordinator shall notify the victim witness coordinator via INFOPAC report BIO1MNK of the inmate's current parole eligibility date. Notification shall be submitted to the Manager of Systems Development Services by the Manager of Sentence Management Services or the Victim Notification Coordinator when the name or address of a victim witness coordinator changes from the current listing found in TOMIS conversation LPDD.
 - B. Open Attendance

All parole, parole rescission, and parole revocation hearings at TDOC and privately managed institutions shall be open to the public. Attendees and any personal property shall be subject to the search requirements of TDOC Policy #506.06 (Searches).
 - C. Exceptions to Open Attendance
 1. The warden or parole board representative may restrict the number of individuals allowed to attend parole or parole revocation hearings or may make provisions to separate proponents and opponents of the hearing in accordance with physical limitations or security requirements of each institution.
 2. The warden or parole board representative may deny admission or continued attendance at these hearings to individuals who:

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- a. threaten or present a danger to the security of the institution
 - b. threaten or present a danger to other participants or attendees
 - c. disrupt the hearing
 - d. fail to provide proper identification
3. The warden shall ensure that proper documentation is maintained when an individual is denied admission to a parole hearing or asked to leave a particular hearing.
4. All minor children sixteen years of age or younger will be under the continuous supervision and responsibility of their parents or legal guardian in order to attend a parole board hearing. Seventeen year olds without parent(s) or legal guardian must be immediate family of the inmate meeting the Parole Board.

VII. ACA STANDARDS: 3-4393-1.

VIII. EXPIRATION DATE: March 1, 2006.